



## **BSB20115 Certificate II in Business** **(incorporating BSB10115 Certificate I in Business)**

In this course you will acquire the skills needed to work in different sectors of the business industry. You will learn about a range of business equipment, procedures and technology as well as dealing with customers, writing skills for work and handling mail.

### **Career opportunities**

- Administration assistant
- Clerical worker
- Data entry operator
- Office junior
- Receptionist

*Please note: Completion of this qualification does not guarantee an employment outcome.*

### **Core Units of Competency**

- BSBWHS201 - Contribute to health and safety of self and others\*

### **Elective Units of Competency**

- BSBADM101 - Use business equipment and resources\*
- BSBIND201 - Work effectively in a business environment\*
- BSBITU101 - Operate a personal computer\*
- BSBITU102 - Develop keyboard skills\*
- BSBLED101 - Plan skills development\*
- BSBITU201 - Produce simple word processed documents\*
- BSBITU202 - Create and use spreadsheets\*
- BSBSUS201 - Participate in environmentally sustainable work practices\*
- BSBWOR202 - Organise and complete daily work activities\*
- BSBWOR204 - Use business technology
- BSBINM201 - Process and maintain workplace information
- BSBCUS201 - Deliver a service to customers
- BSBINM202 - Handle mail
- BSBCMM201 - Communicate in the workplace
- BSBITU203 - Communicate electronically
- BSBWOR203 - Work effectively with others





## Other Units of Competency

- BSBITU307 - Develop keyboarding speed and accuracy

## BSB10115 Certificate I in Business

The units composing certificate I in Business are identified with an asterisk (\*)

### Duration

BSB20115 Certificate II in Business incorporates BSB10115 Certificate I in Business and runs three (3) days a week Tuesday to Thursday 9 am - 3 pm. It can be completed over a twelve (12) month period with full-time study.

### Training Location & Modes of Delivery

Training is conducted onsite at Tauondi Aboriginal College. Training is self-directed and progresses at each student's individual pace.

### Work Placements

Work placement is not required for the completion of this course. However, if you feel that you are ready to participate in a work placement, speak to your Trainer or Training & Employment Mentor about how Tauondi can support you.

Prior to the commencement of work placement, host employers may require students to have:

- A National Criminal History Check
- Manual Handling Certificate
- Child Safe Environments.

Tauondi Aboriginal College will support students in gaining any of these requirements. Tauondi Student Services will assist students with mentors for work experience and employment.

*Please note that work placements will require students to wear appropriate professional attire.*

### Entry Requirements

The eligibility criteria is vital in ensuring successful completion of the Certificate. Applicants must meet the minimum requirements for enrolment, including:

- Be a minimum of 16 years of age
- Be of Aboriginal or Torres Strait Islander descent
- Possess a valid Unique Student Identifier (USI)
- Complete a Tauondi LL&N assessment





## **Fees**

This qualification is provided to Aboriginal and Torres Strait students at no charge. However, please be aware that there are limitations on the number of qualifications a person may study under the Abstudy program. For further details please contact Centrelink in person or by phone on 132 307.

## **Recognised Prior Learning**

Tauondi Aboriginal College recognises the importance of skills and knowledge that you bring to the college. You may have gained these in the workforce, through previous study or even life experience.

Recognition of Prior Learning (RPL) is a process that tries to match these skills and knowledge to the outcomes of your chosen course.

Tauondi will recognise any qualifications and statements of attainment gained from other registered training organisations.

If you are interested in RPL opportunities, contact student services at Tauondi or refer to the Student Handbook for more details.

## **Enrolment**

For further details on BSB20115 Certificate II in Business please contact Student Services:

- in person
- by email [studentservices@tauondi.sa.edu.au](mailto:studentservices@tauondi.sa.edu.au)
- by phone on 08 8240 0300

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## **Tauondi Aboriginal College (RTO Code: 2370)**

Tauondi is a Kurna word, meaning to penetrate or break through. The name of the College acknowledges the Kurna people, our hosts and the traditional owners of this land.

We acknowledge Aboriginal and Torres Strait Islander Peoples as the Traditional Owners of this country throughout Australia, and their connection to Land and Community. We pay our respect to them and their cultures, and to the Elders both past and present.

Address: 1 Lipson Street, Port Adelaide SA 5015  
Telephone: 08 8240 0300  
Web: [www.tauondi.sa.edu.au](http://www.tauondi.sa.edu.au)

